

## ***SELF-INCORPORATION***

---

### ***What is Self-Incorporation?***

Self-incorporation occurs when a single owner or partnership incorporates. Incorporation requires a new license even though the original licensees are now stockholders in the new corporation. Because a corporation is a “person” under the law, approval or a change in ownership is required by the Commission before an existing licensee incorporates a business that is licensed by the Commission.

### ***Investigation and Licensing Fees***

There is no transfer or investigation fee if both criteria below are filled:

- The current licensees or their spouses are the only stockholders in the new corporation.
- All assets of the current business are exchanged for all outstanding shares in the new corporation.

A transfer fee (equal to the license fee) and an investigation fee of \$70 are required of all other applicants.

### ***Process***

1. Applicant should obtain and complete a “Request for Forms and Investigation, (form LC-1135).” Include on the form the names of any spouse(s) who will be added to the license. Also submit the \$70 investigation fee unless it is not required (see above).
2. Based on the information submitted on the LC-1135, appropriate forms will be mailed to the applicant. A separate form is required for all spouses who are being included in the corporation. It is the responsibility of anyone added to the ownership of the license to contact the local police and have fingerprints taken.
3. When the MLCC receives all documents, fingerprint cards, and any other information requested, the request to change ownership is forwarded to the Commission at a regularly scheduled meeting.
4. If approved, a list of documents required to complete the license approval process and the license contract will be mailed to the applicant. The liquor license will be issued upon receipt of all required documents and payment of any additional licensing fees.